



COUNTY OF LOS ANGELES
Public Health

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December 3, 2012

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **REQUEST TO AMEND EXISTING INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT WORK ORDER 06-1036**

This is to notify you of the intent of the Department of Public Health (DPH) to request the Internal Services Department (ISD) to amend the Information Technology Support Services Master Agreement (ITSSMA) Work Order 06-1036 with Rydek, Inc., to extend the term through September 30, 2013. This amendment would extend the term of the consultant hired to serve as a Networking and Security Specialist.

The Networking and Security Specialist serves as a technical consultant on a part-time, intermittent basis to the Chief Technology Officer (CTO) and the network services team to support the continued development and implementation of securing DPH's network architecture. The consultant is responsible for ensuring that all design enhancements are successfully executed and that the network is properly managed and administered. In addition, the consultant assists in the development and establishment of network management policies and procedures which are critical to ensuring the safety, privacy, and integrity of computing resources. Finally, the consultant works with appropriate information security and operations personnel to implement risk mitigation strategies and minimize security vulnerabilities.

Specifically, the scope of work for this Amendment includes:

- Working with the network service personnel in the establishment of the necessary network environment and implementation of management tools;
- Validating system designs and configuring network architecture to support new applications and technologies;
- Establishing network disaster recovery and business continuity procedures;
- Developing configurations for redundant core switches and wireless authentication; and
- Conducting regular network audits to detect possible vulnerabilities and ensure high accessibility of DPH network infrastructure.

Justification

The Amendment is needed to continue support for the DPH network, which is critical to DPH's operations. DPH does not currently have staff with the requisite experience, expertise, and knowledge to perform the required tasks of the Networking and Security Specialist Consultant. DPH relies on the consultant to ensure departmental compliance with IT Security policies, including HIPAA regulations. Additionally, the consultant has developed in-depth knowledge of the existing environment, applications, and processes which are critical to DPH's ability to implement and maintain appropriate security controls. The amendment will provide DPH with time to complete the development of a secure and stable network infrastructure and to evaluate DPH's ongoing network and security maintenance needs. As previously mentioned, the ongoing services under this Work Order are key to ensuring the continued security of DPH's network, including meeting regulatory requirements and County standards.

DPH will not request any additional time extensions or increases in dollar amounts for this Work Order. The consultant's hourly rate for this Work Order will remain the same through the extended term of the Work Order. Sufficient funds for this initiative are available in DPH's FY 2012-13 Budget.

Notification Timeline

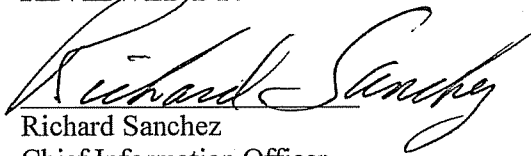
Consistent with ITSSMA policies and procedures, I am informing your Board of my intention to extend the term of this Work Order for a final time. If no objection is received from your Board in ten business days upon receipt of this Board notification, I will request ISD to proceed with the amendment of this Work Order.

If you have any questions or would like additional information, please let me know.

JEF:jg

c: Executive Officer, Board of Supervisors
Chief Executive Officer
County Counsel
Chief Information Officer
Director, Internal Services Department

REVIEWED BY:


Richard Sanchez
Chief Information Officer

12-11-12
Date